

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF NORTH CAROLINA**

**Case Management / Electronic Case Filing**

**Filer Registration Form**

This form shall be used to register for an account on the Court's Case Management/ Electronic Case Filing (CM/ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents available for cases assigned to the CM/ECF system. The following information is required for registration:

First / Middle / Last Name: \_\_\_\_\_

Attorney Bar #: \_\_\_\_\_ State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the U. S. Bankruptcy Court for the Middle District of North Carolina. It may be used to file and view electronic documents, docket sheets, and notices.
2. Filers will need a modern personal computer, Internet access, an Internet browser, and software to convert documents from a word processor format to a portable document format (PDF). More specific requirements including new Local Rules pertaining to CM/ECF can be found at the Court's website at [www.ncmb.uscourts.gov](http://www.ncmb.uscourts.gov).
3. Pursuant to Federal Bankruptcy Rule 9011, every pleading, motion, and other paper (except lists,

schedules, statements, or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. A Filing User's password issued by the court combined with the user's log-in, serves as and constitutes the Filing User's signature. Therefore, each Filing User must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the Filing User to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password, and the Filing User should change the password immediately.

4. An attorney's /participant's registration will constitute a waiver in lieu of conventional service of documents as provided in Local Bankruptcy Rules.
5. The undersigned attorney agrees to abide by the most recent Local Rules, General Orders, and all technical and procedural requirements set forth therein

I prefer training at the following time(s):

- ☐ Morning
- ☐ Afternoon
- ☐ Late afternoon

I file documents for the following parties:

- ☐ Trustee
- ☐ Debtor
- ☐ Creditor

I request that the following non-attorney members of my office be allowed to participate in a training class:

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I have attended training and/or have been certified to file electronically in another district (district name: \_\_\_\_\_). NOTE: Being trained by another district does not preclude training in this district.

Please return this form to: U.S. Bankruptcy Court  
Middle District of North Carolina  
CM/ECF Registration  
P.O. 26100  
Greensboro, NC 27420-6100

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
State Bar ID #

\_\_\_\_\_  
Date